

**THE EFFECTIVE DATE OF THIS RESOLUTION IS JULY 1, 2013**

**RESOLUTION NO. 13-14**

**Re: Adjustment of Fee Schedule for the Department of Permits and Inspections and the Development Review Functions of the Community Development Division**

WHEREAS, by Ordinance No. 06-17-413 (May 18, 2006), the Board of County Commissioners of Frederick County (BOCC) established a fee schedule for what was then known as the Division of Permitting and Development Review (DPDR), and

WHEREAS, Ordinance No. 06-17-413 provides that “any future adjustments, amendments or additions to the [Fee Schedule] may be adopted by resolution of the Board of County Commissioners”, and

WHEREAS, on June 5, 2007, the BOCC adopted Resolution 07-31 (effective July 1, 2007), which established the DPDR fee schedule and further resolved, among other things, that:

1. On July 1, 2008, and on July 1 of each year thereafter in which the fees included in the DPDR fee schedule remain in effect, the fees shall be automatically adjusted to account for inflationary increases based on the Consumer Price Index published by the U.S. Department of Labor, Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)).
2. On July 1, 2008 and on July 1 of each year thereafter, the DPDR shall begin collecting the automatically adjusted fees, unless the BOCC has adopted an alternative fee adjustment, and

WHEREAS, on May 20, 2008, the BOCC approved Resolution 08-17, which adopted the DPDR fee schedule for FY 2009, including a 2.8 % inflationary fee increase and minor clarifying language to improve understanding of the fee schedule or, in some cases, to reflect current business practices, and

WHEREAS, on May 28, 2009, the BOCC approved Resolution 09-11, which adopted the DPDR fee schedule for FY 2010, which included a 3.8% inflationary fee increase and minor clarifying language, and

WHEREAS, on May 20, 2010, the BOCC approved Resolution 10-14, which adopted the DPDR fee schedule for 2011, which included a 0.4% fee decrease and minor clarifying language, and

WHEREAS, on February 4, 2011, the BOCC consolidated the Division of Planning and DPDR into the new Community Development Division, and

WHEREAS, on May 26, 2011, the BOCC approved Resolution 11-12, which adopted the FY 2012 fee schedule for the Department of Permits and Inspections and the development review functions of the Community Development Division, which included several fee decreases, no fee increases and waived the automatic fee adjustment.

WHEREAS, on May 17, 2012, the BOCC approved Resolution 12-07, which adopted the Department of Permits and Inspections and the Planning and Development Review functions of the Community Development Division fee schedule for FY 2013. It incorporated some clarifying language and established, eliminated and/or clarified fees, incorporated Planning and Zoning fees and waived the automatic fee adjustment.

WHEREAS, by this Resolution, the BOCC desires to adopt a revised fee schedule for FY 2014, which incorporates some clarifying language and lowers, establishes, eliminates and/or clarifies fees, and waives the automatic fee adjustment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY, MARYLAND, that the fee schedule is hereby revised as shown on Exhibit 3, which is attached hereto and incorporated herein by reference.

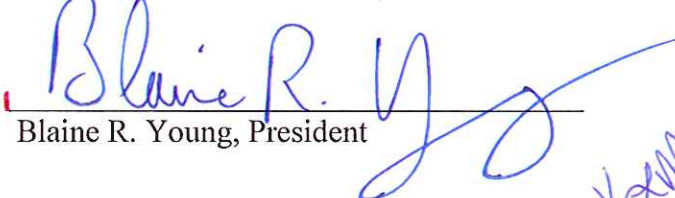
AND BE IT FURTHER RESOLVED THAT this Resolution shall be effective on July 1, 2013, and shall apply to applications received on or after the effective date;

The undersigned hereby certifies that this Resolution was approved and adopted on this 30th day of May, 2013.

ATTEST:

  
Lori L. Depies, CPA, County Manager

BOARD OF COUNTY COMMISSIONERS  
OF FREDERICK COUNTY, MARYLAND

  
Blaine R. Young, President

KRM  
5/31/13

**Fee Schedule**  
**Department of Permits and Inspections and the Planning and Development Review**  
**functions of the Community Development Division**  
**(Effective July 1, 2013)**

- I. Building Permits and Zoning Certificates
- II. Plumbing Permit and License Fees
- III. Electrical Permit and License Fees
- IV. Fire Code Plan Review and Inspection Fees
- V. Gaming
- VI. Planning and Development Review Fees

Exception:

- 1. All municipal government projects in Frederick County shall be exempted from payment of fees outlined in this fee schedule, in accordance with Ordinance No. 05-23-384.
- 2. All Frederick County Capital Projects shall be exempted from payment of fees outlined in this fee schedule, with the exception of licensing, re-inspection fees, temporary certificate of occupancy fees, and permitting extension fees.

## TABLE OF CONTENTS

	<u>Page</u>
<b>I. BUILDING PERMITS AND ZONING CERTIFICATES</b>	
A. General	2
B. Residential	3
C. Residential Uses	4
D. Non-Residential (Separate Fire, Electrical and Plumbing Permits required)	5
E. Miscellaneous	6
<b>II. PLUMBING PERMIT AND LICENSE FEES</b>	
A. General	9
B. Residential	9
C. Non-Residential	10
D. Exams & Licenses	11
E. Miscellaneous	11
<b>III. ELECTRICAL PERMIT AND LICENSE FEES</b>	
A. General	13
B. Residential	13
C. Non-Residential	14
D. Exams and Licenses	15
E. Miscellaneous	16
F. Inspection Fees	16
<b>IV. FIRE CODE PLAN REVIEW &amp; INSPECTION FEES</b>	
A. Life Safety Code Review	18
B. Fire Protection Systems Permit	19
<b>V. GAMING</b>	
A. General	23
B. Permit Issuance Fees	23
<b>VI. PLANNING AND DEVELOPMENT REVIEW FEES</b>	
A. General	25
B. Subdivision Plats	25
C. Site Plans	26
D. Adequate Public Facilities Ordinance (APFO) Review Fees	27
E. FRO	27
F. Verification Letters	28
G. SWM Concept Plan (as required by 2007 SWM regulations)	28
H. SWM Development Plan (as required by 2007 SWM regulations)	29
I. Improvement Plans	29
J. Combination Plan Applications	29
K. Minor Improvement Plans	29
L. Administrative Process Fee	29
M. Environmental Compliance	29
N. Board of Appeals	29
O. Water and Sewer Amendments	30
P. Zoning Map Amendments	30
Q. Other	31

## **I. BUILDING PERMITS AND ZONING CERTIFICATES**

The following fee schedule does not include applicable impact fees, excise tax, or fees charged by municipalities and other reviewing agencies.

### **A. General**

1. All fees required by this section must be paid at the time of application.
2. Permit and zoning certificate fees are calculated for each permit and zoning certificate application.
3. Each building, use or permit type requires a separate permit application.
4. A permit application is required for each individual condominium unit or apartment, and a separate permit application is required for the parent structure.
5. Permits and zoning certificates are non-transferable and non-assignable when property ownership has changed.
6. Gross floor area includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attics, stoops and crawl spaces. Any increment of a foot is dropped from the measurements.
7. A minimum fee of \$45.00 applies to all building permits.
8. A filing fee of \$25.00 must be paid on all new permit and zoning certificate applications. All other required fees are in addition to the filing fee. A filing fee is not required for revisions or extensions.
9. A site plan compliance inspection fee shall be paid on all non-residential permit applications that require site plan approval.
10. A zoning review fee of \$65.00 is charged for each new dwelling unit and a \$40.00 fee is charged for other residential uses. A zoning review fee of \$150.00 is charged for the principal nonresidential use of a property. A \$40.00 fee is charged for all other nonresidential uses. A \$25.00 zoning review fee is charged for all business license requests.
11. A driveway permit fee of \$71.00 is charged for the review and inspection of a new driveway apron on a County maintained road. The fee is also charged for the review and inspection of an existing driveway apron in conjunction with a new one or two family dwelling Building Permit, except when dwelling is a replacement dwelling, unless a new driveway apron is installed. This fee is not charged when driveway apron was constructed under a Public Works Agreement or a previously approved closed section public road.

12. A filing fee of \$25.00 must be paid on all home occupation permit applications. If a proposed home occupation is determined to have a minor impact, an additional \$40.00 will be required.
13. A zoning review fee of \$40.00 shall apply to all zoning certificate applications for a use that does not require a building permit (including land uses, agriculture buildings determined to be exempt from the building code, etc.) in addition to the \$25.00 filing fee.
14. An automation enhancement fee of \$10.00 applies to all building permit applications received on or after September 1, 2009. This fee does not apply to driveway permits, home occupation permits, or zoning certificates that do not require a building permit.

B. Residential

1. New construction, Single Family detached dwelling unit,  
per dwelling unit:
  - 4,000 SF or less \$741.00
  - More than 4,000 SF and less than 6,500 SF. \$888.00
  - 6,500 SF or more \$1,184.00
2. New construction, One- and Two- Family attached dwelling unit,  
(i.e. townhouse, duplex, etc.), per dwelling unit:
  - 3,000 SF or less \$544.00
  - More than 3,000 SF \$642.00
3. New construction, condominiums & apartments
  - Parent structure \$197.00
  - Each dwelling unit \$395.00
4. Accessory apartment \$197.00  
(associated with a principal residential dwelling unit)
5. Mobile home (*including landings, porches, decks*)
  - Without basement \$148.00
  - With basement \$297.00
6. Establishment of a Group Home (of no more than 5 persons  
requiring care) within an existing Single Family Dwelling unit. \$148.00

C. Residential Uses

Additions

	<ul style="list-style-type: none"> <li>• 500 SF or less</li> </ul>	\$200.00
	<ul style="list-style-type: none"> <li>• 501 SF to 1500 SF</li> </ul>	\$300.00
	<ul style="list-style-type: none"> <li>• More than 1500 SF</li> </ul>	\$400.00
2.	Garages and Pole Buildings	\$164.00
3.	Accessory structures (including sheds, gazebos, carports, pavilions, solar arrays & wind turbines)	
	<ul style="list-style-type: none"> <li>• 399 SF or less (a building permit is not required if less than 150 SF except for solar arrays and wind turbines)</li> </ul>	\$105.00
	<ul style="list-style-type: none"> <li>• 400 SF or more</li> </ul>	\$164.00
4.	Decks, covered porches and screened porches (each except when more than one are applied for and they are attached; then they shall be considered one structure and will be charged one fee).	
	<ul style="list-style-type: none"> <li>• 500 SF or less</li> </ul>	\$82.00
	<ul style="list-style-type: none"> <li>• Over 500 SF</li> </ul>	\$105.00
5.	Private swimming pools and hot tubs	
	<ul style="list-style-type: none"> <li>• Above ground (including fence/barrier inspection)</li> </ul>	Minimum
	<ul style="list-style-type: none"> <li>• In ground (including fence)</li> </ul>	\$164.00
6.	Demolition	Minimum
7.	Alteration or Conversion	
	<ul style="list-style-type: none"> <li>• 500 SF or less</li> </ul>	\$100.00
	<ul style="list-style-type: none"> <li>• 501 SF to 1500 SF</li> </ul>	\$200.00
	<ul style="list-style-type: none"> <li>• More than 1500 SF</li> </ul>	\$300.00
8.	Single Inspection permit ( <i>applications requiring a single inspection only, i.e. woodstove, h/c ramp, etc...</i> )	Minimum
9.	Tanks *An exemption may be requested if an underground hazardous substance storage tank is being replaced in accordance with §1-6-50 of the Frederick County Code.	*Minimum
10.	Retaining Wall	\$82.00

D. Non-Residential (Separate Fire, Electrical and Plumbing Permits required)

1.	New building or additional floor area, including mezzanines, patios, and any roof or canopy with supports.	\$0.21/SF
2.	Core Building Permit	\$0.21/SF
	<i>Includes:</i>	
	<ul style="list-style-type: none"> <li>• <i>Shell of the building (footings, foundation walls, exterior walls, roof construction, interior slab with perimeter insulation, underground utilities to 6" above slab, temporary interior power)</i></li> <li>• <i>Innermost building elements (stair enclosure, elevator shaft, sprinkler room and piping, fire pump, emergency lighting, exit signage and fire alarm)</i></li> <li>• <i>Central core facilities (construction of above/below grade floor, restrooms, core building finishes, electric outlets and exterior walls insulated) in the central core areas only the remainder of the building area shall include groundwork plumbing only and one electrical house service. Separate building permits shall be required for any work other than described herein and for each tenant occupancy.</i></li> </ul>	
3.	Vanilla Box Building tenant space, separate building permit for tenant required <i>(includes all of core building permit requirements plus essential leaseable elements with undefined tenant including finished interior walls, ceiling and lighting complete, floors, fire sprinklers, all life safety elements, restrooms, and all plumbing and electric)</i>	\$0.21/SF
4.	Tenant Occupancy (includes change of use, new tenant fit-out)	\$0.21/SF
5.	Existing Tenant, Interior Alteration	\$0.21/SF
6.	Tenant Occupancy (no construction or change of use)	Minimum
7.	Foundation only	Minimum
8.	Signs	Minimum
9.	Trailers	
	<ul style="list-style-type: none"> <li>• Temporary <i>(including decks, porches, ramps)</i></li> <li>• Permanent <i>(including decks, porches, ramps)</i></li> </ul>	\$82.00 \$164.00
10.	Demolition	Minimum
11.	Retaining wall	\$82.00
12.	Tanks	Minimum



- |     |                                                                                                                                                                                                                                                                                                 |         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 13. | Minor Work (not included in above categories and requiring single inspection)                                                                                                                                                                                                                   | Minimum |
| 14. | Agricultural building or structure that is not exempt from the building code (either used by the public or a place of employment where agricultural products are processed, treated or packaged). Includes new building or structure; addition or alteration to an existing building structure. | Minimum |

E. Miscellaneous

1. Refunds:

Filing fees are non-refundable and non-transferable. In the case of the discontinuance of a project that has been issued a permit or for which a permit application has been made and, upon cancellation, 50 percent of the fee paid, excluding filing fee and minimum fee may be refunded, provided (1) No construction has occurred, (2) The request for refund is received within one year of the expiration date of the permit. The request must be made on a form provided by the County. Revoked or suspended, permits are not eligible for refunds. Refunds for fees other than building fee, paid in connection to a building permit or application, are not included in this refund policy.

2.	Extensions: (building permit or application)	Minimum
----	----------------------------------------------	---------

Each request to extend an application or a permit shall be made in writing with justification and received in advance of expiration date. Each extension for an application shall not exceed six months. Each extension for an issued permit shall not exceed one year. Expired permits and applications may be eligible for a retroactive extension with sufficient justification and the payment of retroactive extensions fees. Temporary trailers, and other temporary uses of a structure cannot be extended.

3.	Revisions to a permit or application	\$25.00
----	--------------------------------------	---------

4. Inspection Fees

- a. Initial inspection of sites or property where work has occurred without a permit is \$219.00 in addition to regular permit fees.
- b. Residential  
First inspection and one re-inspection of the same inspection type for permitted work is included in the permit fee. Each subsequent inspection (re-inspection) is \$45.00. The re-inspection fee must be paid before scheduling the next inspection type.

c. Non-Residential

Partial inspections are allowed for approved phased construction. No more than four (4) phases are allowed under each permit. The permit fee includes the first inspection and one re-inspection of the same inspection type for each phase. Each subsequent inspection (re-inspection) in a particular phase is \$45.00. The re-inspection fee must be paid prior to the final inspection.

5. Temporary (not exceeding 90 days) Certificate Of Occupancy - Non-Residential only \$100.00  
(Request must be made in writing & fee paid at time of request)

6. Verification of Records and Certificate of Occupancy  
Research request shall be in writing on appropriate form and fee paid at the time of request.

- |                                            |                                      |
|--------------------------------------------|--------------------------------------|
| • Residential Certificate of Occupancy     | Minimum                              |
|                                            | <i>(per address)</i>                 |
| • Non-residential Certificate of Occupancy | \$110.00                             |
|                                            | <i>(per address or tenant space)</i> |
| • All others                               | \$25.00                              |

7. Site plan compliance inspection fee is \$200.00, plus \$55.00 for each permit associated with a site plan at the time of initial permit application. First inspection and one re-inspection is included in original fee. Each subsequent inspection (or re-inspection) is \$55.00.

8. Additional Staffing Complement of Consultants is charged by the actual cost incurred by the County, in addition to regular fees assessed.

9. Reapplication Fee

- |                                                                                                                                    |                           |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| a. Residential dwelling unit                                                                                                       | 50% of current permit fee |
| • Original building permit has been issued and has been expired for more than one year or the property ownership has changed, and; |                           |
| • A minimum of one approved building code inspection has been obtained, and;                                                       |                           |
| • The dwelling unit is completely “under roof”                                                                                     |                           |

Exception: A flat rate of \$110.00 applies if only a final building inspection is needed.

- b. Any residential use (other than a new dwelling unit) that only requires a final inspection shall be the minimum permit fee.

c. Non-Residential Permit 50% of Current Permit Fee

- Original building permit has been issued and has been expired for more than one year, or the property ownership has changed, and;
- A minimum of one approved building code inspection has been obtained, and;
- The building is completely “under roof”
- No change to the site plan is necessary
- The majority of the scope of work has not changed

Exception: A flat rate of \$110.00 applies if only a final building inspection is needed

## II. PLUMBING PERMIT AND LICENSE FEES

### A. General

1. All fees required by this section must be paid at the time of application.
2. A minimum fee of \$45.00 applies to all residential plumbing permits.
3. A minimum of \$110.00 applies to all non-residential permits.
4. Projects requiring multiple building permits will require multiple plumbing permits.
5. The plumbing permit revision fee is \$25.00, which is in addition to other appropriate fees in this chapter.
6. An automation enhancement fee of \$10.00 applies to all plumbing permit applications received on or after September 1, 2009.

### B. Residential

1. New construction, One- and Two- Family detached dwelling unit, per dwelling unit:
  - 4,000 SF or less
    - a. Including gas \$356.00
    - b. Excluding gas \$302.00
  - More than 4,000 SF and less than 6,500 SF
    - a. Including gas \$411.00
    - b. Excluding gas \$356.00
  - 6,500 SF or more
    - a. Including gas \$466.00
    - b. Excluding gas \$411.00
2. New Construction, One and Two Family attached dwelling unit, per dwelling unit
  - 3,000 SF or less
    - a. Including gas \$350.00
    - b. Excluding gas \$302.00
  - More than 3,000 SF
    - a. Including gas \$411.00
    - b. Excluding gas \$356.00

3. New construction, multi-family, per dwelling unit  
(includes apartments and condominium dwelling units)
  - a. Including gas \$356.00
  - b. Excluding gas \$302.00
  - c. Parent Structure Minimum
4. Mobile Home
  - a. Including gas \$274.00
  - b. Excluding gas \$219.00
5. Additions, Alterations & Accessory
  - 1 – 4 plumbing fixtures \$82.00
  - 5 – 9 plumbing fixtures \$137.00
  - 10 or more plumbing fixtures \$192.00
6. Swimming pools & Hot tubs Minimum
7. Boilers, steam and hot water equipment installation \$45.00/per unit
8. Water-cooled air conditioning, refrigeration,  
Machinery, and compressor installation \$45.00/per unit
9. Minor plumbing permit Minimum
10. Gas Permit only \$82.00
11. Utility
  - With Certificate of Occupancy inspection \$169.00  
(public or private)
  - Without Certificate of Occupancy inspection \$126.00  
(public or private)
12. Demolition Minimum

C. Non-Residential

1. Core Building \$110.00  
(includes innermost building elements as described in building fee schedule  
1.D (2).
2. Plumbing fixtures \$23.00 for each fixture  
or \$110.00 min.

3.	Gas appliances	\$137.00/ service or service stub
4.	Utility	
	• With Certificate of Occupancy inspection (public or private)	\$169.00
	• Without Certificate of Occupancy inspection (public or private)	\$126.00
5.	Demolition	Minimum

D. Exams & Licenses

1.	Plumbing Exams	
a.	Homeowners Plumbing Exam	\$16.00
2.	Licenses and License(s) Renewals	
a.	Master Plumber (new)	\$150.00
b.	Master Plumber (2 year renewal)	\$150.00
c.	Journeyman Plumber (new or 2 year renewal)	\$55.00
d.	Septic Installers (new or 2 year renewal)	\$125.00
e.	Appliance Installer (new or 2 year renewal)	\$125.00
f.	Utility Installer (new)	\$150.00
g.	Utility Installer (2 year renewal)	\$150.00

The fee for a new license application received in the last 3 months of a licensing period (after August 13<sup>th</sup> and before November 13<sup>th</sup> of the odd numbered year) shall be 50% of the regular license fee.

E. Miscellaneous

1. Minimum plumbing and gas permit fees are non-refundable. License fees are non-refundable. In the case of an abandonment or discontinuance of a project or a permit, the permit applicant may return the permit or the permit application for cancellation, and upon cancellation, may be refunded, less the minimum fees, provided (1) No plumbing work has occurred and (2) The written request for the refund is received within one year of the expiration date of the permit. All other fees are non-refundable. Revoked, suspended, or invalid permits or licenses are not eligible for refunds.

2. Extensions:

The Fee to extend a plumbing permit is \$45.00. Each request to extend a permit shall be made in writing. Each extension request can only be made for one year.

3. Inspection Fees

- a. Initial inspection of sites or property where work has occurred without a permit is \$219.00 in addition to regular permit fees.
- b. Residential  
First inspection and one re-inspection of the same item or stage of construction for permitted work is included in the permit fee. Each subsequent inspection (re-inspection) is \$45.00. The re-inspection fee must be paid before additional inspections are scheduled.
- c. Non-Residential  
Partial inspections are allowed for approved phased construction. No more than four (4) phases are allowed under each permit. The permit fee includes the first inspection and one re-inspection of the same inspection type for each phase. Each subsequent inspection (re-inspection) in a particular phase is \$45.00. The re-inspection fee must be paid prior to the final inspection.

4. Permit transfer fee from homeowner to licensed plumber is \$45.00.

5. A \$25.00 administrative fee is charged for all requests made for Plumbing Board consideration.

6. Reapplication Fee 50% of current fee but  
not less than minimum  
(For plumbing permits that have been issued and expired  
or the property ownership has changed or the plumber has changed).

Exception: A flat rate of \$45.00 for a residential permit or \$110.00 for a non-residential permit applies if only a final plumbing inspection is needed.

### III. ELECTRICAL PERMIT AND LICENSE FEES

#### A. General

1. All fees required by this section must be paid at the time of application.
2. A minimum fee of \$45.00 applies to all residential electrical permits.
3. A minimum fee of \$147.00 applies to all non-residential electrical permits.
4. Projects requiring multiple building permits will require multiple electrical permits.
5. A separate permit is required for each multi-family dwelling unit (apartments and condos) and for common areas and house panel combined.
6. The electrical permit revision fee is \$25.00, which is in addition to other appropriate fees in this chapter.
7. An automation enhancement fee of \$10.00 applies to all electrical permit applications received on or after September 1, 2009.

#### B. Residential

1. New construction, One- and Two- Family dwelling unit,  
includes low voltage work by same contractor on same application:
  - Up to 200 amp service \$246 .00
  - 201 to 400 amp service \$330.00
  - More than 400 amp service \$455.00
2. Mobile Home \$110.00  
(includes low voltage work by same contractor on same application)
3. New construction, multi-family, per dwelling unit  
(includes apartments & condominium dwelling units)
  - Each unit \$330.00
  - House panel and common area \$336.00
4. Alterations, Additions & Accessory Structures \$164.00  
(includes low voltage work by same contractor on same application.  
Includes subpanel but not heavy up.)
5. Minor Electrical Permit Minimum  
(applications requiring a single inspection only)



6.	Low Voltage Permit only	\$110.00
7.	Swimming Pools and Hot Tubs (including motors, lights, receptacles & bonding)	
	• Above ground	Minimum
	• In ground	\$164.00
8.	Heavy Up	Minimum
9.	Re-introduction of service or service repair	\$82.00
10.	Add additional meter (Zoning review required)	\$82.00 plus \$40.00 zoning review fee
11.	Temporary Construction Service	Minimum
12.	Demolition	Minimum

C. Non-Residential

1.	Wiring and Fixtures Includes all switches, lighting and receptacles to be counted as outlets including low voltage when work is being done by the same contractor)	
	• 1 - 50 outlets	\$219.00
	• Each additional 25 outlets or fraction thereof	\$33.00
2.	Low Voltage (Fire Protection, Security, Alarms, Central Vac, Intercom, etc.)	
	• 1 - 50	
	• Each 50 devices or fraction thereof	\$28.00
3.	Pneumatic Circuits	
	• First 2 circuits	\$219.00
	• Each 50 Devices or fraction thereof	\$5.00
4.	Baseboard Heat, cooking equipment & similar appliances	
	• Single unit	\$38.00
	• Each additional group of 10 units or fraction thereof	\$38.00

5.	Service Meter Equipment and Feeders	
	• Not over 100 amps	\$37.00
	• Over 100 to 225 amps	\$43.00
	• Over 225 to 400 amps	\$72.00
	• Over 400 to 1000 amps	\$129.00
	• 1000 amps to 2000 amps	
	• Over 2000 amps	\$324.00
6.	Motors-Generators-Transformers	\$33.00 each
7.	Central Heating & Air Conditioning Units, Electrical Furnaces, and Welders	\$33.00 each
8.	Primary Transformers, Vaults-Enclosures-Substations	
	• Not over 200 KVA	\$103.00
	• Over 200 KVA to 500 KVA	\$147.00
	• Over 500 KVA	\$218.00
9.	Signs	Minimum
10.	Non Residential Swimming Pool or Hot Tub (includes 2 bonding inspections, outlets and motors)	\$219.00 each
11.	Site/Street Lighting	
	• 1 – 25 fixtures	\$147.00
	• Each additional 25 fixtures or fraction thereof	\$33.00
12.	Heavy up only	Minimum additional 100 amps
13.	Temporary Construction, Sales or Office Trailer	\$147.00 each
14.	Temporary Construction Service	\$147.00
15.	Certification of Protective Signaling System	\$147.00
16.	Demolition	\$147.00

D. Exams and Licenses

1.	Electrical Exams	
a.	Frederick County Master Electrician Exam	\$45.00

- |    |                                    |          |
|----|------------------------------------|----------|
|    | b. Homeowner Exam                  | \$16.00  |
| 2. | Licenses and Licenses Renewals     |          |
|    | a. Master Electrician (General)    | \$150.00 |
|    | b. Master Electrician (Limited)    | \$150.00 |
|    | c. Master Electrician (Restricted) | \$150.00 |
|    | d. Renewals (all categories)       | \$150.00 |

The fee for a new license application received in the last 3 months of a licensing period (after March 30<sup>th</sup> and before June 30<sup>th</sup> of the odd numbered year) shall be 50% of the regular license fee.

- |    |                       |         |
|----|-----------------------|---------|
| 3. | Letter of Reciprocity | \$45.00 |
|----|-----------------------|---------|

E. Miscellaneous

1. Minimum electrical permit fees are non-refundable. License fees are non-refundable. In the case of an abandonment or discontinuance of a project or a permit, the permit applicant may return the permit or the permit application(s) for cancellation, and upon cancellation, may be refunded, less the minimum fees, provided: (1) No electrical work has occurred and (2) The written request for the refund is received within one year of the expiration date of the permit. All other fees are non-refundable. Revoked, suspended, expired or invalid permits or licenses are not eligible for refunds.
2. Extensions  
The Fee to extend an electrical permit is \$45.00. Each request to extend a permit shall be made in writing. Each extension request can only be made for one year.
3. Reapplication Fee 50% of current fee but  
not less than minimum  
(For electrical permits that have been issued and expired or the property ownership has changed or the electrician has changed)

Exception: A flat rate of \$45.00 for a residential permit or \$147.00 for a non-residential permit applies if only a final electrical inspection is needed.

F. Inspection Fees

1. Initial inspection of sites or property where work has occurred without a permit is \$219.00 in addition to regular permit fees.
2. Residential  
First inspection and one re-inspection of the same item or stage of construction for permitted work is included in the permit fee. Each

subsequent inspection (re-inspection) is \$45.00. The re-inspection fee must be paid before additional inspections are scheduled.

3.   Non-Residential  
Partial inspections are allowed for approved phased construction. No more than four (4) phases are allowed under each permit. The permit fee includes the first inspection and one re-inspection of the same inspection type for each phase. Each subsequent inspection (re-inspection) in a particular phase is \$45.00. The re-inspection fee must be paid prior to the final inspection.
4.   Permit transfer fee from homeowner to licensed electrician is \$45.00.
5.   A \$25.00 administrative fee is charged for all requests made for Electrical Board consideration.

#### IV. FIRE CODE PLAN REVIEW & INSPECTION FEES

- A. Life Safety Code Review \$0.12/SF  
(in combination with non-residential building permits and development review plans)
1. All fees required by this section must be paid at the time of building permit application.
  2. Gross floor area includes all finished and unfinished square footages and is measured by the exterior dimensions.
  3. A minimum plan review fee of \$200.00 applies to all applicable development review plans.
  4. A minimum plan review fee of \$110.00 applies to all applicable non-residential building and land use permits. An agricultural building or structure requiring a building permit shall be charged a minimum fee only.
  5. Refunds:  
In the case of an abandonment or discontinuance of a project that has been issued a permit or for which a permit application has been made, the permit applicant may return the permit for cancellation and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The written request for refund is received within one year of the expiration date of the permit. Revoked, suspended or invalid permits are not eligible for refunds.
  6. Revision Fee \$25.00
  7. Inspection Fees
    - a. Initial inspection of sites or property where work is proceeding without a permit is \$219.00 in addition to regular permit fees.
    - b. Non-residential  
Partial inspections are allowed for approved phased construction. No more than four (4) phases are allowed under each permit. The permit fee includes the first inspection and one (1) re-inspection of the same inspection type for each phase. Each subsequent inspection (re-inspection) in a particular phase is \$45.00. The re-inspection fee must be paid prior to any subsequent inspections.
  8. Outside Storage of Flammable or Combustible Material
    - Plan Review Fee, per acre \$110.00
    - Inspection Fee, per acre \$110.00(scrap tires, tree stumps, lumber, drums of

flammable or combustible materials, etc.)

9. Emergency Generator Test Per Generator \$110.00

B. Fire Protection Systems Permit  
(separate from building permit application)

1. A non-refundable filing fee of \$25.00 applies to all Fire permits.  
Fire permits are required for the following:

- Installation/modification to any fire alarm and detection systems
- Installation/modification to any suppression system and fire pump
- Installation/modification to any smoke control system

Final payment of all fees are due at release of permit.

2. An automation enhancement fee of \$10.00 applies to all fire permit applications received on or after September 1, 2009.

3. Suppression Systems & Fire Pumps

The fees include the plan review and inspection of shop drawings, hydraulic calculations, piping, control valves, connections and other related equipment and appurtenances. Also included are one hydrostatic test, one final acceptance test, one underground fire main flush and one underground hydrostatic test.

- NFPA 13,13R and Foam Systems

- |    |                                                                            |               |
|----|----------------------------------------------------------------------------|---------------|
| a. | Plan Review, \$2.00 per sprinkler head                                     | \$110.00 Min. |
| b. | Inspection, \$2.00 per sprinkler head                                      | \$145.00 Min. |
| c. | Witness of Fire Main Flush (beyond initial test)                           | \$110.00      |
| d. | Witness of Underground Fire Main Hydrostatic Test<br>(beyond initial test) | \$110.00      |
| e. | Additional Hydrostatic Tests (Beyond Initial Test)                         | \$110.00      |
| f. | Deluge/Dry Pipe Test                                                       | \$110.00      |
| g. | Pneumatic Test of Dry Sprinkler System                                     | \$110.00      |
| h. | Forward Flow Test of Backflow Preventer Per Test                           | \$110.00      |

Exception: A flat rate of \$169.00 applies for 10 sprinkler heads or less and includes plan review and inspection.

- NFPA 13D Systems (sprinkler systems)

The fees include the plan review and inspection of shop drawings, hydraulic calculations, piping, control valves, connections and other related equipment, one hydrostatic test and one final acceptance test.

- |    |                                                                                                                |          |
|----|----------------------------------------------------------------------------------------------------------------|----------|
| a. | Plan Review, per sprinkler system,<br>Per model, per development<br>(i.e. a row of townhouses not to exceed 7) | \$110.00 |
| b. | Inspection, per sprinkler system                                                                               | \$145.00 |

Exception: A flat rate of \$169.00 applies for 10 sprinkler heads or less and includes plan review and inspection.

4. NFPA 14 (Standpipe Systems)

The fees include the plan review and inspection of a complete system of shop drawings, piping, control valves, connections and other related equipment and appurtenances. Also, one flush test, one hydrostatic test and one final acceptance test of the installed system.

- |    |                        |          |
|----|------------------------|----------|
| a. | Plan Review, per Riser | \$110.00 |
| b. | Inspection, per Riser  | \$110.00 |

5. NFPA 20 (Fire Pumps)

The fees include the plan review and inspection of a complete system of pumps and all associated valves, piping controllers, driver and other related equipment and appurtenances. Also, one pump acceptance test per pump.

- |    |                 |           |
|----|-----------------|-----------|
| a. | Plan Review Fee | \$145.00  |
| b. | Inspection Fee  | \$225 .00 |

6. Fire Alarm and Detection Systems

The fees include the plan review and inspection of a complete system of wiring, controls, alarm/detection equipment, audio/visual devices and related appurtenances. Plus one final acceptance test of the install system. A separate electrical permit is required.

- |   |                        |                                                                        |
|---|------------------------|------------------------------------------------------------------------|
| • | Plan Review, per story | \$145.00 plus<br>\$2.00 per fire alarm<br>initiating/indicating device |
| • | Inspection, per story  | \$145.00 plus<br>\$2.00 per fire alarm<br>initiating/indicating device |

Exception: A flat rate of \$110.00 applies if 10 or less fire alarm notification devices and includes plan review and inspection.

7. NFPA 17A (Hood Suppression Systems)

The fees include the plan review and inspection of a complete system of piping, controls, and equipment and appurtenances. Also, one performance or acceptance test of the installed system.

- Plan Review Fee, per system \$145.00
- Inspection Fee, per system \$145.00

8. Other Chemical Extinguishing Systems

The fees include the plan review and inspection of a complete system of piping, controls and equipment and appurtenances. Also, one performance or acceptance test of the installed system.

- a. Plan Review, per system \$145.00
- b. Inspection, per system \$145.00

9. Smoke Control System

The fees include the plan review and inspection of system components and one performance or acceptance test per installed system.

- Plan Review, per system \$145.00
- Inspection, per system \$145.00

10. The fire protection systems permit revision fee is \$25.00, which is in addition to other appropriate fees in this chapter.

11. Inspection Fees

- a. Initial inspection of sites or property where work has occurred without a permit is \$219.00 in addition to regular permit fees.
- b. Residential  
First inspection and one re-inspection of the same item or stage of construction for permitted work is included in the permit fee. Each subsequent inspection (re-inspection) is \$45.00. The re-inspection fee must be paid before additional inspections are scheduled.
- c. Non-Residential  
Partial inspections are allowed for approved phased construction. No more than four (4) phases are allowed under each permit. The permit fee includes the first inspection and one re-inspection of the same inspection type for each phase. Each subsequent inspection (re-inspection) in a particular phase is \$45.00. The re-inspection fee must be paid prior to the final inspection.



12. Expedited Plan Review – Applicant Request  
(In addition to plan review fees)
  - 1<sup>st</sup> Hour \$110.00
  - Each additional hour or fraction thereof \$45.00
13. After Hours Inspections – Applicant Request  
(In addition to inspection fees)
  - 1<sup>st</sup> Hour \$110.00
  - Each additional hour or fraction thereof \$55.00
14. Alternative Evaluation Process Fee, per request \$110.00
15. Additional Staffing Complement of Consultants (in addition to fees assessed) Actual cost incurred by County
16. Refunds

In the case of an abandonment or discontinuance of a project, the permit applicant may return the permit or the permit application (s) for cancellation, and upon cancellation, may be refunded 50% of the fee paid less the minimum fees, provided (1) No work subject to the permit has occurred and (2) The written request for the refund is received within one year of the expiration date of the permit. All other fees are non-refundable. Revoked, suspended expired or invalid permits are not eligible for refunds.
17. Extensions

The fee to extend a fire protection system permit is \$45.00. Each Request to extend a permit shall be in writing. Each extension request can only be made for one year.

## V. GAMING

### A. General

1. All fees required by this section must be paid at the time of application. Please reference Frederick County Gaming Ordinance 93-02-066 for definitions.
2. Permits are issued annually for a calendar year from January to December, excluding carnival permits, single occurrence, and three month permits. All gaming permits issued annually expire December 31<sup>st</sup>.
3. There is an administrative revision fee of \$28.00 for a change or addition to the responsible person (s) indentified on a gaming permit.

### B. Permit Issuance Fees

1. Bingo \$55.00/annually
2. Raffle \$55.00/annually
3. Tip jar and Punchboards
  - a. On Premise \$181.00
    - One year permit if the tip jar or punchboard will be operated solely by the non-profit organization for its own benefit on its own premises or premises owned by another non-profit organization.
    - Carnival permit (event not to exceed 10 days) \$121.00
    - Single occurrence not to exceed three days \$82.00
  - b. Off Premise (operated by a licensed bar or tavern for the benefit of a non-profit organization)
    - One year permit \$820.00
    - Three month permit (quarterly) permit \$205.00  
(must be consecutive months)
4. Gaming event (not including bingo, Raffle, tip jar or punchboard) \$55.00/annually
5. Volunteer Fire, Rescue, Ambulance or Auxiliary Groups \$110.00
  - Annual gaming permit entitling it to operate for its own benefit:
    - a. Bingo games

- b. Tip jar and punchboards in conjunction with bingo games
  - c. Raffles
  - d. Any gaming event as specified in Section 1-2-108
  - e. Any or all of the above for a one week period once annually in conjunction with a volunteer fireman's carnival
- Tip jars and punchboards not operated by the organization but for its benefit shall pay fees in accordance with 3(b) above and 6(a) below

6. Distributor License \$2,194.00 annually

a. Bag Fee

- If projected profit from the tip jar or Punchboard is \$0 to \$100 \$2.00/bag or punchboard
- If projected profit from tip jar or Punchboard is over \$100 \$2.00/bag or punchboard for each \$100, or fraction thereof, of projected profit

## VI. PLANNING AND DEVELOPMENT REVIEW FEES

### A. General

1. All fees required by this section must be paid at the time of application.
2. All fees paid under this section are non-refundable and non-transferable. Exception: If a plan that was submitted and processed for review is withdrawn by the applicant, then all applicable fees are refundable less a \$100.00 administrative fee provided that a) the request to withdraw is in writing by the applicant and b) an initial review has not been performed.

### B. Subdivision Plats

Notes:

- See applicable APFO fee under (D) below
  - For Minor Revisions to Approved plats, the per acre and per lot fee may be eliminated as approved by the division director.
  - Combination plats and other approvals as approved by staff (i.e. addition, farm, outlot, open space, correction, road dedication and road alignment) are the cumulative fee of each individual plat type, listed below.
1. Preliminary Plats
    - Planning \$2,852.00 plus \$7/acre plus \$28/lot
    - Engineering \$823.00
  2. Preliminary Plat Extension Requests
    - Planning \$1,427.00
    - Engineering \$411.00
  3. Combined Preliminary Plat/Site Plan (residential only)
    - Planning \$4,593.00 *plus*  
\$7/acre (res.) *plus*  
\$38/lot or dwelling unit (whichever is greater)
    - Engineering \$1,644.00
  4. Combined Preliminary/Final Plats
    - Planning (requiring FcPc review) \$2,679.00
    - Planning (requiring staff review only) \$1,582.00
    - Engineering \$273.00
  5. Final Plats
    - Planning \$570.00 plus \$28/lot
    - Engineering \$110.00
  6. Court Action Plat
    - Planning \$570.00

7.	Addition Plats Farm	
	• Planning	\$570.00
	• Engineering	\$110.00
8.	Correction Plats	
	• Planning	\$350.00
	• Engineering	\$110.00
9.	Miscellaneous Plats	
	Farm Lot, Outlot, Open Space, Road Dedication and Road Alignment	
	• Planning	\$570.00
	• Engineering	\$110.00
10.	Ag Cluster Concept Plan	
	• Planning	\$570.00
	• Engineering	\$110.00
11.	Residential Cluster Concept Plan	
	• Planning	\$1,115.00
	• Engineering	\$134.00
12.	Sketch Plan	
	• Planning	\$570.00
	• Engineering	\$110.00
13.	Recordation	\$55.00 per sheet

C. Site Plans  
(see fees under subsection D for APFO)

1.	Type I –Planning Commission	
	a. Residential	
	• Planning	\$2,191.00 plus \$10/lot or dwelling unit(whichever is greater)
	• Engineering	\$350.00
	b. Commercial/ Non-Residential	
	• Planning	\$2,191.00 plus \$88/disturbed acre
	• Engineering	\$700.00
2.	Type II – Limited	
	• Planning	\$644.00
	• Engineering	\$231.00
3.	Type III Administrative	\$200.00

4. Concept Plan
  - a. Multi-Agency
    - Planning \$570.00
    - Engineering \$110.00
  - b. Administrative \$200.00

D. Adequate Public Facilities Ordinance (APFO) Review Fees

1. Exemption Request from Roads, Water/Sewer and School \$55.00  
No fee for Utilities, Minor Residential under 5 lots
2. Study Fee
  - a. Roads
    - County managed traffic study 15% of consultant contract amount
    - Developer managed traffic study- \$1,500.00  
major commercial subdivision, floating  
zone, large residential subdivision-exceeding 100  
dwelling units
    - Developer managed traffic study- all others \$800.00
    - Developer managed traffic study- \$400.00  
additional studies per submissions
  - b. Schools
    - 1 to 5 new lots or dwelling units \$100.00
    - 6 to 100 new lots or dwelling units \$500.00
    - 101 to 500 new lots or dwelling units \$750.00
    - Over 500 new lots or dwelling units \$1,500.00
  - c. Water & Sewer
    - See DUSWM fee schedule
3. Execution Fee
  - LOU required, 5 or fewer escrow accounts and no \$385.00  
physical improvements
  - LOU required, all other \$2,000.00
  - LOU modification, replacement, etc. \$385.00

E. FRO

1. Review Fees
  - a. Banking Projects \$219.00

- b. Combined Preliminary/Final Forest Conservation Plan with no onsite forest & proposed purchase of banking credits or Fee-in-Lieu \$219.00
  - c. Combined Preliminary/Final Forest Conservation Plan with onsite forest or proposed planting \$439.00
  - d. Preliminary Forest Plans \$219.00 *plus*  
\$2/gross acre
  - e. Final Forest Plans \$219.00 *plus*  
\$1/gross acre
  - f. Additional deed or other documents not included in original submission \$55.00
  - g. NRI/FSD-simplified \$75.00 plus \$1.00/acre
  - h. NRI/FSD- intermediate/full \$219.00 plus \$2.00/acre
2. Inspection Fees
- Developer & Banking Projects \$174.00 base *plus*  
1.1% of 1<sup>st</sup> \$30,000 of cost estimate *plus*  
½ of 1.1% of portion of cost estimate over \$30,000
3. FRO Modification Requests
- a. To Planning Commission \$356.00  
(prior to plan approval)
  - b. FRO plan revisions 50% of new application fee  
(minor changes after plan approval but prior to mitigation) at current rates
  - c. Change ownership of banking project \$110.00  
after deed/FIPA recordation
  - d. FRO plan or easement revision after easement recordation or mitigation \$356.00
4. Exemption Requests \$55.00/exemption

F. Verification Letters

- a. Site Plan Verification \$110.00
- b. Potential subdivision rights Verification \$200.00
- c. Lot of Record Determination \$110.00
- d. Zoning Verification Letter \$110.00  
(Current Zoning, Use, Compliance, Zoning Violations)
- e. Accessory Use Determination \$110.00
- f. Yard Modification Letter \$110.00

G. SWM Concept Plan (as required by 2007 SWM Regulations)

- Engineering \$750.00 flat rate

H.	<u>SWM Development Plan (as required by 2007 SWM Regulations)</u>	
	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Planning</li> </ul>	\$375.00/plan sheet \$100.00 flat rate
I.	<u>Improvement Plans</u>	
	1. Projects prior to 2007 SWM Regulations	
	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Planning</li> </ul>	\$375.00/plan sheet \$100.00 flat rate
	2. Projects as required by 2007 SWM Regulations	
	<ul style="list-style-type: none"> <li>• Engineering</li> </ul>	\$200.00/plan sheet
J.	<u>Combination Plan Applications</u>	
	1. Combined SWM Concept/SWM Development Plan	
	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Planning</li> </ul>	\$400.00/plan sheet \$100.00 flat rate
	2. Combined SWM Concept/SWM Development and Improvement Plan	
	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Planning</li> </ul>	\$475.00/plan sheet \$100.00 flat rate
	3. Combined SWM Development and Improvement Plan	
	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Planning</li> </ul>	\$425.00/plan sheet \$100.00 flat rate
K.	<u>Minor Improvement Plans</u>	\$411.00
L.	<u>Administrative Process Fee</u> (single lot SWM, municipal plat, etc.)	\$55.00
M.	<u>Environmental Compliance</u>	
	1. Grading/SWM Permit (Administrative)	
	a. Minor Grading/Logging	\$89.00
	b. Major Grading/Logging	\$393.00
	c. Stormwater Mgmt.	\$393.00



2. Grading/SWM Inspection
  - a. Minor Grading/Logging \$89.00
  - b. Major Grading/Logging 2.63% of approved cost estimate
  - c. SWM 2.63% of approved cost estimate
3. Grading/SWM Permit Renewal (Administrative)
  - a. Minor Grading/Logging \$89.00
  - b. Major Grading/Logging \$393.00
  - c. SWM \$393.00
4. Grading/SWM Renewal Inspection
  - a. Minor Grading/Logging \$89.00
  - b. Major Grading/Logging 2.63% of remaining surety balance
  - c. SWM 2.63% of remaining surety balance
5. Public Improvements administrative document processing fee (processing of cost estimates, performance agreements, sureties, etc. for dedicated or proposed public improvements) \$383.00
6. Any applicant initiated request to replace or modify an existing Performance Agreement/Surety is \$383.00 per request.  
This includes public improvements, grading, FRO, SWM or other.

N. Board of Appeals

1. Variance \$550.00
2. Special Exception
  - a. Limited Agricultural Activity \$100.00
  - b. Accessory Apartment \$200.00
  - c. All Other Uses \$825.00
3. Claim of Administrative Error
  - a. Appeals from BOCC or FCPC Decision \$1,200.00
  - b. All other Appeals \$330.00
4. Extension Request \$110.00
5. Activity within Floodplain and/or Danger Reach Area \$550.00

O. Water & Sewer Plan Amendments

1. Map Amendment
  - a. Planning \$1,200.00

	b. Water/Sewer	\$204.00
2.	Text	
	a. Planning	\$1,200.00
	b. Water/Sewer	\$204.00

P. Zoning Map Amendments  
(see fees under subsection D for APFO)

•	Individual Piecemeal request	\$2,177.00 + \$20/per acre
•	Floating Zone reclassification	\$2,177.00 + \$20/per acre
•	Amendment to Phase 1	\$1,200.00

Note:

Phase II execution (PUD/MXD) and other floating Zone fees are in accordance with applicable subdivision and site plan review process and associated fees.

Q. Other

1.	Application Revisions (administrative changes limited to applicant, engineer, address or project name information, etc.) after an application has been processed.	\$55.00
2.	Additional Improvement Plan Review Changes (after plan approval/signatures)	
	a. Re-approvals of expiring or expired improvement plan	\$110.00/flat rate
	b. Minor Revision fee to an approved plan that has not expired is \$110.00.	\$110.00
	c. Major Revision fee to an approved plan that has not expired.	\$138.00 plan sheet
3.	Miscellaneous Request	
	a. Single Modification, not associated with a plan receiving FCPC review	
	• Planning	\$350.00
	• Engineering	\$110.00
4.	Any easement document which will require action of the full Board of County Commissioners (cannot be administratively approved):	
	• One Lot Residential	\$110.00
	• Non Residential, Mixed Use or Multiple Residential Lots – open space or other miscellaneous requests	\$383.00

5. Developers Rights and Responsibilities Agreement (DRRA)

- Petition Processing Fee \$383.00
- Petition Filing Fee \$2,177 plus \$20/acre  
(upon acceptance of petition by BOCC)